

Subject: Eligibility Requirement**Item: Presence Requirement**

PURPOSE:

To minimize fraud and maintain program integrity during the certification process.

POLICY:

- I. Local agency (LA) staff must ensure that applicants/participants are physically present at initial certification and recertification, with limited exceptions. In the case of infants and children, a family representative/caretaker must also be present.

PROCEDURES:

- I. Documentation
 - A. LA staff must document in the WIC Web Information System Exchange (WIC WISE) whether an applicant is present at the initial certification and recertification appointment or the reason they are not present. Refer to the table at the end of the policy for details.
 - II. Exemptions to Presence at Initial Certification
 - A. Infants under eight weeks of age, must:
 1. Meet all other certification requirements. Refer to WPPM 210-10 for anthropometric requirements for infants not present at certification.
 2. Be present at the next appointment within 30 days unless the infant meets the disability exemption. See Procedures IV. A.
 3. Be issued only one month of food benefits until the infant is present unless the infant meets the disability exemption.
 4. Food benefits must not be issued a second time unless the infant has been present at the LA or the infant is disabled.
 - III. Exemptions at Recertification
 - A. A child is eligible to be excused from the physical presence requirement at recertification in the following two circumstances:
 1. Was present at the initial certification and is receiving ongoing health care, such as having a health care provider or receiving well-child care, and whose physical presence would pose an unreasonable barrier to participation.
 2. Was present at initial certification or recertification within the last 12 months and is under the care of one or more working parents/caretakers, and whose working status presents a barrier to bringing the infant or child to the LA.
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IV. Exemptions to Presence at Initial Certification and Recertification**A. Disabilities for all categories**

1. LA staff must excuse an applicant from the physical presence requirement if physical presence of the applicant or family representative/caretaker would present an unreasonable barrier. Examples include:
 - a. A medical condition that necessitates the use of medical equipment that is not easily transportable.
 - b. A medical condition that requires confinement to bed rest.
 - c. A serious illness that may be exacerbated by travel.
 - d. A serious illness that is highly contagious (e.g., tuberculosis, COVID-19).

B. Length of Time for Exemption

1. At or prior to recertification, LA staff must reassess the need for exemption from physical presence.
 - a. For short-term or limited conditions, presence exemption is limited to the current certification period.
 - b. For long-term or permanent conditions, presence exemption may be extended as necessary.

CERTIFICATION

WPPM #210-07

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Present at Cert	Reason for Not Present	Category	When
Yes	N/A	All	Initial certification or recertification
No	Disabled	All	Initial certification or recertification
No	Infant, less than 8 weeks	Infant	Initial certification (automatic 30-day short cert)
No	Ongoing Health Care	Child	Recertification (was present at initial cert)
No	Working Parents	Child	Recertification only (child was present at initial cert & previous recertification, if applicable)

AUTHORITY:

[7 CFR 246.7\(o\)](#)

All States Memorandum 00-79

All States Memorandum 04-52

FNS Instruction 803-10, REV. 1

WRO Policy Memo 8/29/2011: Guidance for Providing Quality WIC Nutrition Services During Extended Certification Periods

CROSS REFERENCE:

WPPM 210-10 Determining Nutritional Risk - Anthropometric